

Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:
RECEIVED
SECRETARY OF THE SENATE
PUBLIC RECORDS
2019 MAY 22 PM 2:43

Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the Office of Public Records in 232 Hart Building.

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The original *Employee Pre-Travel Authorization* (Form RE-1), AND
☒ A copy of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): Stanford University's Hoover Institution

Travel date(s): April 23-25, 2019

Name of accompanying family member (if any): _____

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	\$656.00 (Flight) \$90.83 (Shuttle)	\$400.00	\$161.20	\$0
<input checked="" type="checkbox"/> Actual Amount				

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate				
<input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): An intensive program for Congressional staff which consists of three days of

seminars, simulations, and keynote presentations.

22 MAY 2019
(Date)

ANDREW KALARIS
(Printed name of traveler)

Andrew Kalanis
(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

5/22/19
(Date)

[Signature]
(Signature of Supervising Senator/Officer)

Dear Mr. Kalaris,

We are pleased to inform you that you have been selected to attend the Hoover Institution's Stuart Family Congressional Fellowship Program, which takes place on the Stanford University campus in Palo Alto from April 23-25, 2019. To proceed, please confirm your agreement to attend by completing this form by the close of business on Friday, March 15th.

Once confirmed, you will need to complete the necessary ethics paperwork. In this packet, you will find the necessary forms to be submitted to your ethics committee. This packet includes:

- Employee Pre-Travel Authorization Form (*For you to fill out*)
- Private Sponsor Travel Certification Form
- Agenda & Flight itinerary
- This letter as a Copy of Sponsor Invitation
- List of Senate participants

You will need to fill out the Employee Pre-Travel Authorization Form and **submit this entire packet to your Ethics Committee for review by Friday, March 22nd**. Upon submission, please notify Andrew Clark at afclark@stanford.edu

The Congressional Fellowship will take place from April 23rd through April 25th. Plan to depart from Washington, D.C. the morning of April 23rd and return the afternoon of April 25th. Please be sure to review all of the action items and deadlines in the attached document titled "Next Steps."

Should you have any questions, do not hesitate to let us know. Thank you for your participation. We look forward to welcoming you to Stanford University and expect an excellent program.

Sincerely,



Michael G. Franc
Director, Washington D.C. Programs
Hoover Institution, Stanford University

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should NOT submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): Stanford University's Hoover Institution
2. Description of the trip: An intensive program for Congressional staff which consists of three days of seminars, simulations and keynote presentations.
3. Dates of travel: April 23-25, 2019
4. Place of travel: Stanford University, Palo Alto, CA
5. Name and title of Senate invitees: See attached list
6. I certify that the trip fits one of the following categories:
 - ☐ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee at any point throughout the trip.
 - OR -
 - ☒ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I certify that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
 - AND -
 - ☒ I certify that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I certify that:
 - ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
 - AND -
 - ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. USE ONLY IF YOU CHECKED QUESTION 6(B)

I certify that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

- ☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

- OR -

- ☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (see questions 6 and 10).

- OR -

- ☒ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. USE ONLY IF YOU CHECKED QUESTION 9(B)

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

Stanford University's Hoover Institution solely planned all aspects of the trip including topics discussed, travel/accommodation logistics, and required paperwork. Hoover staff will also be responsible for travelling with Congressional staff and managing logistics for the duration of the trip.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

The Hoover Institution is a research institution that seeks to improve the human condition by advancing ideas that promote economic opportunity and prosperity while securing and safeguarding the peace through its world renowned scholars, library and archives, as well as by engaging Congress and its staff.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

This is the sixth sponsored trip for Congressional staff organized by the Hoover Institution. The latest of
which was in August 2018 and had a similar format to this trip.

10
 10
 11
 12
 13
 14
 15
 16
 17
 18
 19
 20
 21

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

Stanford University's Hoover Institution regularly sponsors policy panels and roundtables for think tank scholars, journalists, Congressional staff, executive branch officials, academics and members of the public.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate	\$710	\$400 total (\$200/night)	\$160 total	None
<input type="checkbox"/> Actual Amounts	\$650 Roundtrip airfare \$60 ground transportation			

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

The trip involves an event that is arranged/organized specifically with regard to congressional participation.

18. Reason for selecting the location of the event or trip

In order to have a significant number of California-based Senior Fellows participate in the event, we are hosting on the Hoover Institution's headquarters on the Stanford University campus.

19. Name and location of hotel or other lodging facility:

Schwab Residential Center, 680 Serra Street, Stanford, CA 94305

20. Reason(s) for selecting hotel or other lodging facility:

Schwab Residential Center is owned and operated by Stanford University. It is in close proximity to the events that comprise the program.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

Lodging expenses are less than the federal per diem for Palo Alto, CA. Meal

expenses are less than the federal per diem for Palo Alto, CA.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Stanford University's Hoover Institution will provide coach-class, round trip airfare between D.C. and San Francisco, and round trip ground transportation between Stanford University and SFO airport.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

None.

25. I hereby *certify* that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you *must* include a completed signature page for each additional sponsor):

Signature of Travel Sponsor: *Michael G. Franc*

Name and Title: Michael G. Franc, Director of Washington, D.C. Programs

Name of Organization: Hoover Institution

Address: 1399 New York Avenue, NW Suite 500

Telephone Number: 202-760-3203

Fax Number: 202-760-3191

E-mail Address: mfranc@stanford.edu

Senate Staffers

1. Harris, Katherine, Counsel for the Minority, Senate Committee on Intelligence
2. Hsueh, Wallace, Deputy Chief of Staff, Sen. Steve Daines (MT)
3. Kalaris, Andrew, Legislative Correspondent, Sen. Tim Kaine (VA)
4. Meers, Therese, Counsel, Senate Committee on Small Business & Entrepreneurship
5. Miller, Brianne, Senior Professional Staff and Energy Policy Advisor, Senate Energy and Natural Resources Committee
6. Mumford, Cara, Professional Staff Member/Legislative Assistant, Sen. Portman/Homeland Security & Government Affairs Committee.
7. Paxton, Nathan, Legislative Assistant, Sen. Angus King (ME)
8. Sadler, Catherine, Europe Policy Analyst, Senate Foreign Relations Committee
9. Thorlin, Jack, Policy Counsel, Senate Republican Policy Committee

THE HOOVER INSTITUTION IN WASHINGTON

STUART FAMILY CONGRESSIONAL FELLOWSHIP PROGRAM

U.S. POLICY AND INTERNATIONAL SECURITY IN A CHANGING WORLD

APRIL 23-25, 2019

HOOVER INSTITUTION, STANFORD UNIVERSITY

Note: There will be 10-minute breaks between sessions.

TUESDAY, APRIL 23

8:20 AM: Depart IAD on United Airlines Flight 424

11:19 AM: Arrive SFO, Shuttle to Lou Henry Hoover Building at Stanford University
Location: 580 Serra Mall, Stanford, CA 94305

12:30 – 1:00 PM: Welcome by Hoover Director Tom Gilligan and Lunch

1:00 – 2:10 PM: State of Liberal Democracy
Larry Diamond

Larry Diamond will discuss his research into what is driving the “Democratic Recession” and potential solutions to the problem.

2:20 – 3:30 PM: History US Foreign Policy Grand Strategies
HR McMaster

H.R. McMaster will discuss his research into the history of US Grand Strategy, the foundational international relations theory that guides how the US conducts foreign policy.

3:40 – 4:50 PM: America’s Place in the World Economy
Edward Lazear

Edward Paul Lazear will discuss his research into the US Economy and how it interacts with the global economy more broadly.

5:00 – 6:10 PM: Pre-Dinner Keynote
360° Look at Russia
Michael McFaul

Michael McFaul will discuss his research into Russia and its role in the world, particularly vis a vis the United States.

6:10 – 6:30 PM: **Transport to Dinner**

6:30 – 8:30 PM: **Informal Dinner**

Location: Tacolicious, 632 Emerson Street, Palo Alto, CA 94301

8:30 PM: **Transport to Schwab Residential Center**

Location: 680 Serra Street, Stanford, CA 94305

WEDNESDAY, APRIL 24

All meetings will be held in: Annenberg Conference Room, 580 Serra Mall, Stanford, CA 94305

8:30 – 9:00 AM: **Continental Breakfast**

9:00 – 10:00 AM: **A view inside Iran**
 Abbas Milani

Abbas Milani will discuss his research into Iran and the internal politics that are driving its policies.

10:10 AM – 11:20 PM: The Shultz Hour – Issues on his mind
 George Shultz

George Shultz will discuss lessons from his distinguished career as a statesman and his research into policies from the national security impacts of climate change to U.S. foreign policy.

11:30 AM – 12:30 PM: 360° Look at China
 Elizabeth Economy

Elizabeth Economy will discuss her research into China and its role in the world, particularly vis a vis the United States.

12:30 PM: **Lunch**

12:45 – 2:00 PM: **Lunch Keynote**
 The Future of Cyberspace
 Andrew Grotto, Herb Lin, Toomas Hendrik Ilves

Andrew Grotto, Herb Lin, and Toomas Hendrik Ilves will discuss their research into cyberspace and how it will impact the future of international relations.

2:10 – 3:20 PM: **AI and Geopolitics**
 John Villasenor

John Villasenor will discuss his research into artificial intelligence and how geopolitics will play a role in its development and implementation.

00000000002171

3:45 – 4:45 PM: Archives Presentation
Location: Tower Room 110

4:45 – 5:30 PM: Tour of Hoover/Stanford Campus

6:00 – 8:30 PM: The Peril and Promise of Cybersecurity and American Competitiveness
Alex Stamos
Location: Pavilion

8:30 PM: **Walk to Schwab Residential Center**
Location: 680 Serra Street, Stanford, CA 94305

All meetings will be held in: Annenberg Conference Room, 580 Serra Mall, Stanford, CA 94305

Niall Ferguson will discuss his research into the history of world order and what lessons democratic nations can learn from it today.

8:59 PM: Arrive IAD

Date/Time Stamp:

EMPLOYEE PRE-TRAVEL AUTHORIZATION

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics in SH-220**. Incomplete and late travel submissions will not be considered or approved. This form must be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

ETHIC MAR18'19PM 3:41

Name of Traveler: Andrew Kalaris

Employing Office/Committee: Senator Tim Kaine

Private Sponsor(s) (list all): Stanford University's Hoover Institution

Travel date(s): April 23-25, 2019

Note: If you plan to extend the trip for any reason you must notify the Committee.

Destination(s): Stanford University, Palo Alto, California

Explain how this trip is specifically connected to the traveler's official or representational duties:

This trip offers Congressional staff members the opportunity to learn more about current U.S. national security challenges from distinguished scholars and former senior government officials. As a member of Senator Kaine's national security team, this trip will help me gain fluency on these issues to better assist with Senator Kaine's work on the Senate Foreign Relations and Armed Services Committees.

Name of accompanying family member (if any): _____

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

15 MARCH 2019
(Date)

Andrew Kalaris
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Tim Kaine hereby authorize Andrew Kalaris
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

3/18/19
(Date)

Tim Kaine
(Signature of Supervising Senator/Officer)

United States Senate

SELECT COMMITTEE ON ETHICS

April 12, 2019

Andrew Kalaris
Office of Senator Tim Kaine
United States Senate
Washington, DC 20510

Dear Mr. Kalaris:

This responds to your recent correspondence concerning an invitation you received to travel to the *Stuart Family Congressional Fellowship Program*, in Palo Alto, California, on April 23-25, 2019, sponsored by Stanford University's Hoover Institution (Hoover). Hoover certified to the Select Committee on Ethics (the Committee) that it will pay the *necessary expenses*¹ related to the travel and that it is neither a lobbyist, nor lobbying firm, nor agent of a foreign principal, and it is not otherwise acting as a representative or agent of a foreign government. However, Hoover has certified that it is an organization designated under § 501(c)(3) of the Internal Revenue Code² that retains or employs a registered lobbyist and that no registered lobbyist or agent of a foreign principal will accompany you at *any point throughout your trip*.³

Based on information and materials available to the Committee, and assuming the **actual** travel and travel-related expenses conform to the information and materials you provided, it appears that the proposed payment or reimbursement of necessary expenses for this trip **may be accepted** under relevant Senate Rules and the Committee's *Regulations and Guidelines for Privately-Sponsored Travel*, so long as at the time of the payment or reimbursement, Hoover is neither a registered lobbyist nor lobbying firm under the Lobbying Disclosure Act of 1995, nor an agent of a foreign principal under the Foreign Agents Registration Act (and is not otherwise acting as a representative or agent of a foreign government), and provided the travel and all required documents are disclosed to the Secretary of the Senate in accordance with the provisions of Senate Rules 34 and 35.

Under Senate Rule 35, Senate staff must receive advance authorization signed by the Member or officer under whose direct supervision the individual works in order to accept payment or reimbursement for necessary expenses related to fact-finding travel. Further, such authorization and expenses must be disclosed to the Secretary of the Senate by filing the completed *Employee Pre-Travel Authorization* and the *Employee Post-Travel Disclosure of*

¹ The term "necessary expenses" has a specific definition. See *Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel – Glossary of Terms* at 8.

² 26 U.S.C. § 501(c)(3).

³ The term "any point throughout your trip" has a specific definition. See *Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel – Glossary of Terms* at 2.

ST
1
2
3
4
5
6
7
8
9
10
11
12

Travel Expenses (Form RE-1 and Form RE-2), along with a copy of the *Private Sponsor Travel Certification Form*, and all relevant attachments (e.g., the private sponsor's invitation and itinerary) **within 30 days of the conclusion of Privately-Sponsored Travel.**

Finally, Senate Rule 34 requires a reporting individual,⁴ on his or her Financial Disclosure Report, to make an annual disclosure of the receipt of payments or reimbursements under Senate Rule 35 from a private sponsor for officially-related travel expenses where, in the aggregate, travel expenses exceed \$390 from that sponsor during a calendar year. However, if a Member, officer, or employee properly reports the receipt of necessary expenses for such travel to the Secretary of the Senate within 30 days of the travel, as discussed above, the travel expenses need not be disclosed a second time on their Financial Disclosure Report.

I hope you find this information helpful. If you have any additional questions, please do not hesitate to contact the Committee.

Sincerely,



Deborah Sue Mayer
Chief Counsel and Staff Director

Enclosure: Travel Checklist

⁴ A reporting individual is someone whose salary equals or exceeds 120% of the basic rate of pay for GS-15 (\$127,914 for CY 2019) or is a political fund designee and is required to file Financial Disclosure Reports.